

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Alternate Retirement Program Administrative Fee	REFERENCE NUMBER: 2007-015
DATE ISSUED: 5/2/2007	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefits Officers
Personnel Officers
Personnel Transaction Supervisors
Personnel Transaction Staff**

FROM: Department of Personnel Administration
Savings Plus Program

CONTACT: Savings Plus Program (Savings Plus)
(916) 324-2909
Fax: (916) 327-1885

Beginning July 1, Savings Plus will assess the \$4.80 per-deduction fee on *all* Alternate Retirement Program deductions, including corrections, regardless of whether the transaction involves a positive or negative amount.

This represents a change to our past practice of only applying the administrative fee to positive ARP deductions. The fee was initially described in [PML 2004-052](#), which stated the fee would be calculated by multiplying \$4.80 by the number of ARP deductions.

You can reduce your ARP administrative fees by ensuring new employees are appointed using the correct retirement code. DPA's [ARP Eligibility Worksheet](#), posted on our Personnel Information Exchange (PIE) Web page, will help your staff determine new employees' ARP eligibility and proper ARP retirement code. We've revised some of the worksheet's questions to make them easier to understand and added a link to CalPERS' ACES system to help you determine prior CalPERS membership. In addition, the worksheet includes links to past PMLs that relate to ARP and the ARP Fact Sheet. This online worksheet will be automatically updated whenever SCO issues new codes.

You should discard the previous paper version of the ARP Eligibility Worksheet dated December 2006. We will no longer update the paper version, so you should only use the online version posted on PIE.

If your department currently does not subscribe to PIE, you may contact DPA's Web site staff at WebSiteStaff@dpa.ca.gov for subscription information. If your department does subscribe, please ensure that all your personnel transaction staff are authorized users. Please refer to the [PIE brochure](#) for more information.

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If you have questions, refer to the [ARP Fact Sheet](#) or contact Savings Plus at (916) 324-2909, Monday through Friday, 8:30 a.m. - 4:00 p.m.

/s/ Lura Franzella

Lura Franzella
Administrator
Savings Plus Program